

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 36-401

**374TH AIRLIFT WING COMMAND
Supplement 1**

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Personnel

EMPLOYEE TRAINING AND DEVELOPMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to Headquarters 374th Airlift Wing (HQ 374 AW) and assigned, attached, and tenant units serviced by the 374th Mission Support Squadron Civilian Personnel Flight (CPF) (374 MSS/DPC).

SUMMARY OF REVISIONS

Modifications made to update organization designations and office symbols. Adds formal training plan (FTP) package forms (**10.6. (Added)** and **A18.4.**): 374 AW IMT 71, **Cover Letter Formal Training Plan (FTP)**, 374 AW IMT 72, **Formal Training Plan (FTP)**, and 374 AW IMT 73, **Supervisory Feedback Sessions/Progress Reviews**. Updated evaluation procedures (**A18.5.1.**). A bar (|) indicates revisions from the previous edition.

AFI 36-401, 28 June 2002, is supplemented as follows:

5.3. See **Attachment 18 (Added)** in this supplement for the Master Labor Contract (MLC) and Indirect Hire Agreement (IHA) Employee Trainee Program.

10.6. (Added) **Prescribed Forms.** 374 AW IMT 71, **Cover Letter Formal Training Plan (FTP)**, 374 AW IMT 72, **Formal Training Plan (FTP)**, and 374 AW IMT 73, **Supervisory Feedback Sessions/Progress Reviews**.

A4.1.3. (Added) New military and civilian supervisors will notify the 374 MSS CPF Training Section (374 MSS/DPCE), by completing the required supervisory update form or by memorandum.

Attachment 18 (Added)**MLC AND IHA EMPLOYEE TRAINEE PROGRAM****A18.1. Program Goals :**

A18.1.1. To provide replacement workers and retain a skilled work force.

A18.1.2. To upgrade existing technical training.

A18.1.3. To provide a means for retaining a trade skill base for United States Forces, Japan (USFJ).

A18.2. General Information:

A18.2.1. Some jobs are hard to fill because fully qualified personnel are not available. The trainee program is established as an aid to fill such jobs. Personnel are hired as entry-level trainees and receive training on-the-job so as to become fully proficient for the targeted job by the end of the training period. This program cannot be less than 1 year nor more than 2 years. However, management may extend it an additional 6 months when a trainee's illness causes excessive absences or the progress report indicates slow progress. If a satisfactory rating is attained after the normal or extended period, the trainee is promoted to the next higher or targeted grade. Promotion will be effected only after completion of the minimum or extended period indicated in the training plan. If the trainee fails to achieve a satisfactory rating by the end of the normal or extended period, the immediate supervisor contacts the CPF to remove the individual from the program. A transfer or reassignment is considered before termination action is finalized.

A18.2.2. The program is established and managed by staff agencies and organizations with assistance from the CPF. The main source of training is on-the-job tasks. It is supplemented with class instruction if quotas and funds are available.

A18.3. Hiring of Trainees:

A18.3.1. Trainees are hired to authorize positions identified for the training program according to regular appointment rules. Qualifications to enter into a formal training program are determined according to the MLC or IHA and this supplement.

A18.3.2. Trainees are hired at the level equal to the skill required. The thrust of this program is to hire individuals at the trainee level, train them, and by the time the training period ends, ensure they have the skills needed for the targeted grade level as described in the training plan.

A18.4. Formal Training Plan:

A18.4.1. The 374 MSS/DPCE will provide immediate supervisor with the FTP package. The FTP package will consist of the following forms: 374 AW IMT 71, 374 AW IMT 72, and 374 AW IMT 73.

A18.5. Progress Evaluations:

A18.5.1. To ensure program success, the trainee's progress is evaluated. The 374 MSS/DPCE will determine the evaluation period. Supervisors will complete the 374 AW IMT 73 and provide it to the 374 MSS/DPCE along with supporting documents by the designated suspense date. Trainees may be eligible for promotion upon fulfilling necessary requirements; one of the determining factors will be a completed supervisory feedback.

A18.5.2. Upon satisfactorily meeting all the requirements of the training plan, trainees are promoted according to the plan until the targeted grade is reached.

MARK O. SCHISSLER, Colonel, USAF
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